

INFORMATION

USAID/General Notice
M/AS/IRD
01/05/99

SUBJECT: The Automated Directives System (ADS)

Purpose

This notice is the third in a series of monthly notices on the Automated Directives System (ADS). The monthly notices provide a listing of policy notices issued since the last quarterly ADS update, describe the various components of the ADS, and give tips on using the system.

Policy Notices Since ADS Compact Disk (CD) No. 12

All Agency personnel have access to General Policy Notices and should read and assimilate the new policies. The notices are distributed each evening from the Notice Sender mailbox to everyone in USAID/W and to specific mailboxes within the Missions.

The following USAID/General Policy Notices have been issued since ADS CD No. 12:

NOTICE NAME(s)	DATE	SUBJECT
1041	10/29/98	Issuance of ADS 303
1103	11/02/98	Issuance of ADS 302
1223 & 1223a	12/16/98	Guidebook for Acquisition and Assistance for Managers & Cognizant Technical Officers
1227 & 1227a	12/18/98	New ADS Chapter - ADS 528 Energy Management

The ADS chapters and references listed above are available on the ADS Web site (<http://www.info.usaid.gov> or <http://www.usaid.gov>).

Electronic copies of these policy notices may also be obtained by sending an E-mail to Notice Mailbox@M.AS.IRD@AIDW.

CIBs issued since ADS CD No. 12 are on the OP web page (at www.info.usaid.gov/procurement_bus_opp/procurement/cib) and are available from M/OP/P, (202) 712-0610. Earlier CIBs are available in the Resource Library and on the OP webpage.

Helpful TIPS When Using the ADS and ADS CD Each month we will include a helpful hint for searching the ADS CD and/or ADS content tips. The first monthly tip pertains to the Glossary located on the ADS CD.

ADS Glossary Q&A

1Q. When using the ADS CD, is it possible to locate a term without having to

scroll through the entire ADS Glossary?

1A. YES! It is quite simple.

- Step 1: Click on the ABC icon (located in the top right corner of the tool bar).
- Step 2: Type in your word/term you are trying to locate.
- Step 3: Press Enter.

The definition appears in the box.

2Q. Is it possible to print the definition that appears in the box?

2A. No. BUT you can search for a word/term and then print the definition.

- Step 1: Click on the Flashlight located on your tool bar (located in the top left corner of the screen).
- Step 2: Type in your word or term and press Enter.

A list of "hits" (files) including the ADS Glossary file will appear.

- Step 3: Double Click on the "Glossary" hit.
- Step 4: Click on the gray arrow with a blue border (located at the top of your tool bar). When you do this, the system takes you to your word/term (just like Netscape).

Okay, you found the word, now let's print it:

- Step 5: Highlight the term and its definition.
- Step 6: Click on "Edit".
- Step 7: Click on "Copy".
- Step 8: Paste the term and definition to your Word or WordPerfect file or E-mail.
- Step 9: Print what you have just pasted.

Nine easy steps, that take just a moment.

3Q. Is there another way to search for the glossary term without having to read through all the CD search results?

3A. YES!

To limit the number of CD search results:

- Step 1: Click on the flashlight icon.
- Step 2: Click on the "Options" button.
- Step 3: Click on Datasets folder.
- Step 4: Click on DESELECT ALL.
- Step 5: Click in the box next to "Glossary".
- Step 6: Click Ok.
- Step 7: Make sure your word/term is typed in the search box and press Enter. The system will now search just the ADS Glossary for the word/term.
- Step 8: Use the gray arrows with blue borders to locate your

word/term.
Step 9: Highlight, Copy, Paste AND Print.

You did it!

4Q. How do I find the definition of a word/term from the .4 section
(Definitions) of an ADS chapter?
4A. Easy as ABC.

Step 1: Highlight the word in the .4 section. Be sure to place your
cursor/arrow on the first letter of the word and then
highlight the entire word.
Step 2: Click on the ABC icon.
Step 3: Press Enter.

The definition appears. That's it.

The following information is repeated for new employees and those that may not
have seen last month's notice.

What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as
supplementary informational references. It contains five functional series,
interim policy updates, valid USAID Handbook chapters, a resource library, and
a glossary.

The *functional series* consist of ADS chapters that have been written in a
standardized format. The five functional series are as follows:

Series 100	Organization and Executive Management
Series 200	USAID Program Assistance
Series 300	Acquisition and Assistance Agreements
Series 400	Personnel
Series 500	Management Services

The *Interim Updates* are USAID/General Policy notices that are not yet in the
standardized format. Over time, the Interim Updates will be incorporated into
the appropriate ADS chapter.

The *USAID Handbook Series* provides the few Handbook chapters that are still
valid, as well as a cross reference between the Handbooks and ADS chapters in
the functional series.

The *Resource Library* contains the Mandatory and Supplementary References.
Mandatory References are the Government's regulations and other material that
the Agency must follow. Supplementary References provide helpful information
pertaining to the policies and procedures.

The *Glossary* defines terms found in the functional series.

The ADS is updated quarterly via a CD. The latest version of the ADS CD

(formerly known as DRCD) is No. 12.

How Do I Access the ADS?

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, access may be obtained via the CD Server icon (located on Network Applications I on your desk-top computer). If you are in the field, access may be obtained via a CD-ROM reader.

Components of the ADS may also be accessed via the Intranet and the Internet. These sites currently do not contain the valid handbook chapters. In addition, the Internet does not have Series 400, Personnel and Interim Updates for Series 100 and 500. BUT the Intranet does house Series 400 and the Interim Updates for Series 100 and 500. Both sites will eventually include the entire ADS. USAID/General Policy Notices are placed on the web sites either as Interim Updates or as a new or revised ADS chapter (replacing the old chapter, if any), usually within 72 hours of their issuance. Therefore, the ADS web sites will reflect policy updates sooner than the ADS CD. Access to the ADS material may be obtained by:

1. the Intranet (at www.usaid.gov, and then click on "ADS" under "Info. Services"); or
2. the Internet (at www.info.usaid.gov, under "Publications", and then click on "ADS: Automated Directives System--Formerly the USAID handbooks").

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